Division of Fleet Operations/State Fuel Network
Critical Fuel Site Emergency Operating Procedures

Tier 1

The Fuel Dispensing Program has identified 28 fueling sites, which are considered critical fueling locations. These 28 sites will be equipped with fueling sump pumps and instructions on how to use the pumps and/or a back up generators. If the fuel network does go down the 28 critical fuel sites will be able to dispense fuel.

Salt Lake County, 7125 South 600 West Midvale, Ut
Camp Williams National Guard, Camp Williams Base Draper, Ut
Davis County Consolidated, Freeport Center DODF F2, Clearfield Ut
Tooele County Consolidated, 955 South Hwy 36 Tooele, Ut
UDOT Rampton Complex, 4501 South 2700 West SLC, Ut
UDOT #136 Logan , 730 West 200 North Logan, Ut
Alpine School Dist. Consolidated, 600 North Locust Lindon, Ut
Weber County Consolidated, 2222 South 1900 West Ogden, Ut
Brigham City UDOT #123, 1253 State Road 90 Brigham City, Ut
Uintah Consolidated, 210 South 100 West Vernal, Ut
Natural Resources Motor Pool, 1636 West North Temple SLC, Ut
UDOT #500 Cedar City, 1470 North Airport Road Cedar City, Ut
UDOT #521 St. George, I-15 Exit 4 East, St George, Ut
UDOT #333 Salina, 500 North State Street Salina, Ut
UDOT #423 Monticello, 701 East 200 North Monticello, Ut
UDOT #236 Wanship, 2500 South Hwy 32 Wanship, Ut
Colton UDOT SR 6-1 Mi S of Colton Jct Colton, Ut
UDOT #321 Kanab, US 89 @ Mile Post 61.5 Kanab, Ut
UDOT #238 Echo Junction, Hwy 30 Echo Junction, Ut
UDOT #4254 Moab, Kane Creek Road Moab, Ut
UDOT #434 Wellington, 1435 East Hwy 6 Wellington, Ut
UDOT #532 Cove Fort, Jct I-15 & I-70 Cove Fort, Ut
UDOT #375 Emery, 375 East 300 North Emery, Ut
UDOT #431 Thompson Springs, SR 34 & I-70 Thompson Springs, Ut
UDOT #325 Panguitch, 470 East Center Street Panguitch, Ut
UDOT #533 Garrison SR 21 Garrison, Ut
UDOT #534 Meadow SR133 Meadow, Ut
Hinckley UDOT Junction Hwy 257 SR6 Hinckley, Ut

Tier 2

The Fuel Dispensing Program has identified 9 fueling sites, which are considered primary fueling locations. These 9 sites will come on-line after the 28 critical sites. Fuel Dispensing will use what ever resources available to bring the 9 primary fueling site on line.

Granite School District #2, 3100 West 2700 South WVC, Ut

Utah State University, 1400 North 900 East Logan, Ut

UDOT #334 Mt. Pleasant, 440 North State Street Mt. Pleasant, Ut

UDOT #634 Duchense, 21500 West 8225 South Duchense, Ut

UDOT #631 Heber, Jct Hwy 40 & 189 Heber, Ut

UDOT #628 Levan, 98 North 200 West Levan, Ut

UDOT #331 Loa, 276 North Main Loa, Ut

UDOT #137 Randolph, 500 North Main Randolph, Ut

UDOT Junction, Jct Hwy 89 Junction, Ut

Tier 3

The Fuel Dispensing Program will bring all other fuel site on line in order of Public Safety needs.

Procedures

Under all operating conditions, including emergency and disaster situations, operators of Utah State owned vehicles must be able to secure fuel from this location. In order to provide fueling operations during power outage situations, the Division of Fleet Operations has supplied this fuel site with a 12-volt portable pump to draw fuel out of the underground storage tanks. Below are the steps to follow to setup and operate the pumps during a time of crisis until normal power has been restored. The agent responsible for the fueling station must appoint at least one state employee to monitor dispensing of fuel and recording of fuel transactions.

Preparations

1. Locate the portable pump. It should be stored in the utility shed located on these premises. The pump should be complete with attachments (12-volt battery clips, 15 foot flexible tubing).

2. Connect the pump to a car battery. Be sure to connect the positive clip to the positive terminal on the battery, and likewise the negative clip to the negative terminal.

3. Open the tank fill. These are large manhole like coverings.

a. Remove the tank fill cover. You may need to use a crowbar or very large screwdriver.

b. Lift the bucket lid handle by pulling up and over to the side, releasing the latch.

c. Open the sealed spout handle by pulling straight up.

4. Drop the flexible hose into the tank. You may have a little difficulty getting the hose past the overfill valve (near the top of the spout). Keep working at it until the hose drops into the tank and touches the bottom of the tank, then pull the hose up about six to eight inches. *Note, the end of the hose has been equipped with a filtering device to prevent silt from entering the nozzle.

You will need to prime the pump in order to get it working for the first time. Following the above steps and getting the pump primed may take as long as 30 minutes. Be patient. To prime the pump, simply follow the instructions for dispensing (below). When priming the pump, pump the fuel back into the fill spout of the tank so as not to waste this valuable resource.

Pump Operations

5. Engage the pump motor. Swing the silver arm on the pump toward the pump until you hear the pump begin to work. For best battery and pump operations, it is advisable to start the engine of the vehicle to which the pump is connected.

6. Clear the meter display. There is a small LED readout on the handle of the dispenser nozzle. Next to the display is a black button labeled, "DISPLAY". Press this button twice in rapid succession to return the readout to 0 (zero).

7. Place the dispensing nozzle inside the fill of the vehicle to be filled and press the handle (just as you would with a normal dispenser). When the fuel tank is filled, release the handle.

8. When the vehicle's tank is filled, shut off the portable pump by swinging the silver lever outward until the pumps' engine stops and remove the dispenser from the vehicle.

9. Record the fueling transaction log (attached) and have the driver of the vehicle sign the appropriate line.

Removing the hose from the underground fueling tank:

You will remove the hose from the tank for one of two reasons: switching between unleaded and diesel fuel tanks; or returning to normal operations (i. e., power has been restored to the fueling station).

1. Pull the hose out of the tank. You may experience some difficulty getting the hose past the overfill valve. Keep working at it until the hose is clear of the fill tube.

2. Engage the pump motor. Swing the silver arm on the pump toward the pump until you hear the pump begin to work. For best battery and pump operations, it is advisable to start the engine of the vehicle to which the pump is connected.

3. Pump the fuel back into the fill spout of the tank until the pump is cleared of fuel.

4. Close the sealed spout by pushing the lid straight down over the spout.

5. Close the bucket lid and ensure that the handle catches the latch.

6. Replace the tank fill cover.

7. Disconnect the pump from the battery and return the pump to the storage shed.

Send all pages of transaction logs to:

Division of Fleet Operations/State Fuel Network
447 West 13800 South
Draper, UT 84020

attn: Jeff Done